

Reservations

We make room rentals available on a first-come, first-served basis. We will confirm your rental as soon as we have filled out, and you have signed, the Facility Use Rental and Agreement Forms, and you have submitted your payment. At that time we will give you copies of all these documents. No other letter or materials will follow. If you have any questions, please contact the staff at the facility where the rental will take place.

You may pay for facility rental by cash, credit card, check, money order, or cashier's check made payable to the City of Seattle. Personal checks will not be accepted later than one week prior to the event. If payment is made by a personal check with insufficient funds in the account, the terms of the permit are canceled until the permittee pays the amount due. A \$20 NSF fee will be added to the total.



Special Rates

As part of the Seattle Parks and Recreation Department, we do not offer special rates for non-profit organizations. However, if your meeting is free, open to the public, advertised in the newspaper and there is no charge for the meeting, you may classify for a Class A rental fee. Ask at the time of your rental if you have questions regarding the policy.

Class A \$10 booking fee only

Non-commercial, free public meetings advertised to the public, in which no admission fee, vendor fee and or donation is requested and which occur during normal operating hours (8:30 am-5:00 pm Tuesday-Friday) pay only a \$10 booking fee .



Refunds

Any person who reserves a room and requests a refund 14 days or more before the start will receive a refund minus a service charge. Any person who reserves a room and cancels fewer than 14 days before the date of rental will receive no refund.

Discovery Park Room Rentals



Discovery Park
3801 W. Government Way
Seattle, WA 98199
(206) 386-4236 (press 5)
www.discoverypark.org





Welcome to Discovery Park!

The 534 acre regional park sits conveniently in-between downtown and Ballard and offers a place of peace and tranquility for all to enjoy. Operated by the City of Seattle Parks and Recreation Department, the park offers unparalleled views of Puget Sound, spectacular birding opportunities and the most extensive hiking trails within the city. Talented staff offer a wide array of environmental education programs to the public, working throughout the city to provide stewardship opportunities for all of Seattle's citizens.

Built in 1998, the award-winning environmental learning center offers a refuge for groups looking for a special retreat or gathering spot. Rooms overlook a meadow or a scenic courtyard area and are perfect for professional retreats, birthday parties, board meetings, wedding receptions, memorials, potlucks and ceremonies. Centrally located in the park, we are located near a trailhead for the 2.8 mile loop trail, playground, basketball and tennis courts.

The Center has nine rooms available on a seasonal basis. The Judge Voorhees Room and the combined classrooms accommodate up to 65 people. The classrooms individually seat 25. Each of the activity rooms are perfect for break out rooms and accommodate up to 12 adults comfortably. Parking is free at the center.

Amenities:

Judge Voorhees Room	1150 square feet
Classroom 1	1000 square feet
Classroom 2	1000 square feet
Activity Rooms (2)	380 square feet
Activity Rooms	190 square feet

Renters are welcome to use our 2'x 5' 6" tables, chairs, 60+ person coffee maker and overhead.



Large screens, dry erase boards and easels are available for presentations in each room. Sinks are available in all of the rooms and a full kitchen with a dishwasher, refrigerator, oven, microwave and sink are available in the Judge Donald S. Voorhees Room. We provide you with tables and chairs; you are responsible for room set-up and clean-up.

Day Rates

Typical 8 hour retreats during regular operating hours cost approximately **\$290.00.**

Typical 8 hour retreats on weekends and non-operating hours are approximately **\$425.00.**

Call (206) 386-4236 for room availability and pricing.

Rental Rates

Private meetings, board retreats, birthday parties and functions:

Classrooms 1 & 2 and Judge Voorhees Room
Weekends, Mondays, evenings (after 5), holidays
\$50.00 an hour/ \$25.00 booking fee

Weekdays, 8:30 am-5:00 pm
\$35.00 an hour/\$10.00 booking fee

Rates for Activity Room Break Out Rooms
Weekends, Mondays, evenings (after 5), holidays
\$40.00 an hour/\$25.00 booking fee

Weekdays, 8:30 am-5:00 pm
\$25.00 an hour/\$10.00 booking fee

Booking fees will only be applied once per rental. If multiple days are booked, only one fee will be charged.

Alcohol

An additional \$60 non-refundable fee will be charged for all events with alcohol. Alcohol may only be used in the building after hours. There is a \$500.00 refundable fee for all events involving alcohol. We encourage renters to use the Judge Voorhees Room if they are interested in rentals with alcohol.

